



270 Washington Street, Suite 2-129, Atlanta, GA 30334 (404) 656-5602 Fax: (404) 651-8084

Please submit this form to: [SpaceManagement@spc.ga.gov](mailto:SpaceManagement@spc.ga.gov)

## SPACE ACTION FORM

Date: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

### TYPE OF SPACE ACTION:

#### SPC Lease:

- ☐ Renewal  
☐ Renegotiation  
☐ Cancellation  
☐ Other: \_\_\_\_\_

(Can include "New", "Relocation" & "Expansion" Requests)

#### Primary Use:

- ☐ Administrative/Office  
☐ Warehouse/Storage  
☐ Classroom/Training  
☐ Other: \_\_\_\_\_

### 1. FROM: (Requesting Agency/Division)

Agency/Division: \_\_\_\_\_

Address: \_\_\_\_\_

Agency Official: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Local Contact/Agency Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

### 2. CURRENT RENTAL INFORMATION:

SPC Lease #: \_\_\_\_\_

Facility Address: \_\_\_\_\_ City & County: \_\_\_\_\_

Capacity: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Total Sq. Ft: \_\_\_\_\_  
(number of closed & open workspaces) (number of employees)

Annual Rent: \_\_\_\_\_ Annual Utilities\*: \_\_\_\_\_ Annual Janitorial\*: \_\_\_\_\_  
(\*If not included in rent) (\*If not included in rent)

Landlord Name: \_\_\_\_\_

Landlord Contact Information (phone, email, and address):  
\_\_\_\_\_  
\_\_\_\_\_

### 3. LANDLORD OR FACILITY ISSUES:

Are there any Facility Issues? ☐ Yes ☐ No If Yes, please complete and attach the Facility Inspection Checklist.

Are there any Landlord Issues? ☐ Yes ☐ No If Yes, please briefly explain below:  
\_\_\_\_\_  
\_\_\_\_\_

### 4. REMARKS OR ADDITIONAL COMMENTS:

REQUESTING AGENCY CERTIFICATION: I CERTIFY THAT THE SPACE REQUESTED ABOVE IS NECESSARY FOR THE PROPER FUNCTION OF THE AGENCY NAMED, THAT SUFFICIENT FUNDS ARE AVAILABLE, AND ALL NECESSARY APPROVALS HAVE BEEN OBTAINED.

Signature: (Authorizing Agency Level Official)

Date:

#### For SPC Use Only

Date Request Received at SMP: \_\_\_\_\_

SMP Control Number: \_\_\_\_\_

#### SMP Action Recommended:

☐ Assign to Transaction Management

☐ Other Action: \_\_\_\_\_

Authorized SMP Agent:

Date: